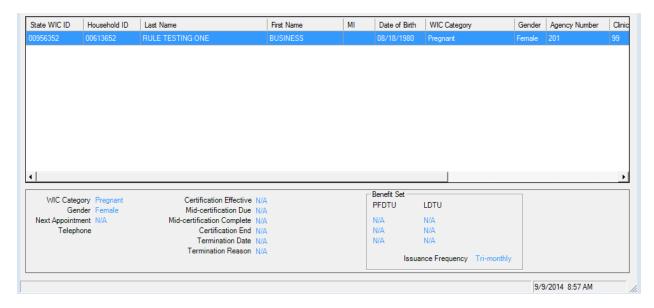
INSTRUCTIONS FOR ISSUING BENEFITS WHEN CERTIFYING NEW PARTICIPANTS

With the changes made to benefits issuance in Release 2.20, agencies will need to follow the below procedures when issuing benefits to NEW PARTICIPANTS ONLY.

In this example we are going to certify a new participant who will be set to Tri-monthly issuance.

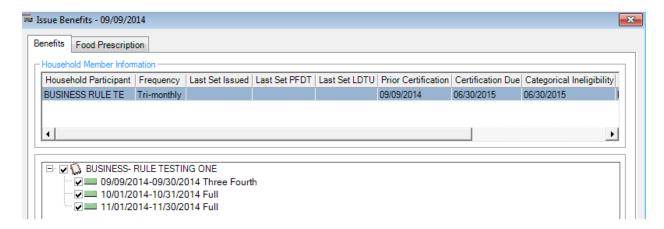
We will certify a new prenatal participant and put her on the system today 9/9/14.



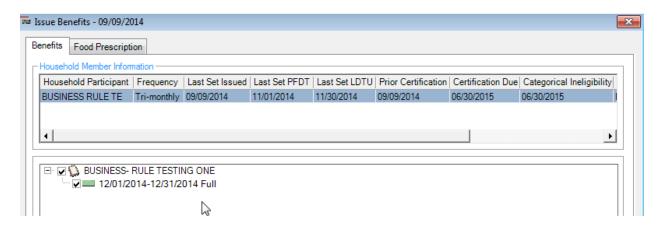


Once we have certified the participant, on the benefits issuance screen you will notice that there are only 3 sets of benefits suggested. Because this is a new participant, they should actually be receiving 4 sets when set to tri-monthly. The initial set that does not count toward issuance when they are new to the system and then the actual 3 months issuance.

When you click on issue benefits, the screen shows just the three months for tri-monthly issuance and not the initial set.



Issue benefits above. In order to issue this participant their full benefits, you will need to click on issue benefits again in the folder and you will then see December benefits available for printing.



REMINDER: This process is only for new participants who are not currently on the WIC program. Should you have any questions, please feel free to contact the MOWINS helpdesk at 1-800-554-2544.